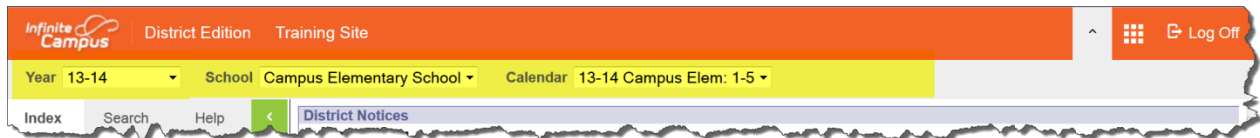


General Overview: How to Search for Student Information in Infinite Campus

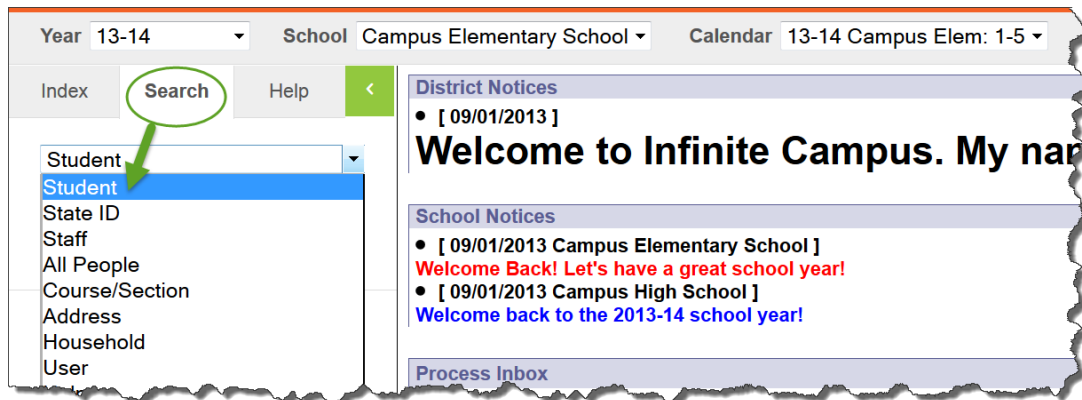
1. After logging in to Infinite Campus, display your school by clicking on the "Chevron" arrow:



Your top header will now display your school calendar year and school:



2. If you know the name of the student, you may go to Search/Student:



Searches are done by last name, with a comma as a separator to the first name. (Last Name,First Name). Searches are not case sensitive and spaces and hyphens don't matter.

To search for Ray Durham, you may put in **d,r** (as shown below) or any other combination of letters: **du,ra** or **d,ra**. Or, if you do not know the last name of the student, simply put **,r** and it will give you every student that has a first name that begins with **r**.

General Overview: How to Search for Student Information in Infinite Campus

When the results populate in the left column, select the student you want to view.

The screenshot shows the Infinite Campus search interface. On the left, a search bar contains 'Student' and 'd,r' with a 'Go' button. Below it, search results are listed, with '05 Durham, Ray #053000112 [09/02/2003]' highlighted. The main panel displays the student's profile for 'Durham, Ray', including grade (05), student number (#053000112), and date of birth (09/02/2003). The profile includes tabs for various reports and a 'Person Information' section with fields for Name, Gender, Race Ethnicity, and Birth Date.

3. Next to the student's name are their Grade, Student Number and Date of Birth:

This screenshot is similar to the previous one but includes three red callout boxes pointing to the search results. The first callout points to '05' and is labeled 'Grade of student'. The second callout points to '#053000112' and is labeled 'Student number'. The third callout points to '[09/02/2003]' and is labeled 'Date of birth'. The main profile view is also visible, showing the same student information as the previous screenshot.

General Overview: How to Search for Student Information in Infinite Campus

- You may scroll down to see a student's address and household, contact information and siblings. (For purposes of this document, another student has been selected, Amirah Rucker-McKissack). Notice the student's Summary Tab provides all of the contact information for both Primary and Secondary households:

The screenshot shows the search interface for Amirah Rucker-McKissack. The search results list her as the top result. The Summary tab is selected, displaying household and contact information.

Rucker-McKissack, Amirah
 Grade: 05 #128760001 DOB: 01/30/2002 Gender: F

Credit Summary Assessment Behavior Transportation Fees
 Athletics AdHoc Letters Waiver Records Transfer Report C
Summary Enrollments Schedule Attendance Flags
 Person Summary Report Person Summary Report w/ Picture Print

Rucker Household **Primary
 Household Phone (999) 555-9000
 Address 7865 YORKSHIRE AVE E , BROOKLYN PARK, CA 55443 [Map](#)

Name	Relationship	Enrollment (grade)	Phone(s)	Email
Rucker, Rhonda	Mother(guardian)		Wk:(651)663-6663	mymom@yahoo.com
C: (999)555-1234				

The screenshot shows the detailed Summary tab for Amirah Rucker-McKissack, including household and sibling information.

Rucker-McKissack, Amirah
 Grade: 05 #128760001 DOB: 01/30/2002 Gender: F

Credit Summary Assessment Behavior Transportation Fees Lockers Gra
 Athletics AdHoc Letters Waiver Records Transfer Report Comments CTE
Summary Enrollments Schedule Attendance Flags Grades Transcript
 Person Summary Report Person Summary Report w/ Picture Print Mailing Label Print

Rucker Household **Primary
 Household Phone (999) 555-9000
 Address 7865 YORKSHIRE AVE E , BROOKLYN PARK, CA 55443 [Map](#)

Name	Relationship	Enrollment (grade)	Phone(s)	Email	Emergency Priority
Rucker, Rhonda	Mother(guardian)		Wk:(651)663-6663	mymom@yahoo.com	1
C: (999)555-1234					
Rucker-McKissack, Amirah	Self	13-14 Campus Elem: 1-5 (05)			
Rucker-McKissack, Jamison	Sibling	13-14 Campus High School (11)			

McKissack **Secondary
 Household Phone (999) 555-9000
 Address P.O. BOX 801, WILMAR, CA 55433
 Address 728 YORKSHIRE WILMAR, CA 55433

General Overview: How to Search for Student Information in Infinite Campus

To do a search for all people, go to Search/All People and enter your search. In the example below, ru pulled up student Amirah Rucker-McKissack as well as Rhonda Rucker her mother. Every other person in the system with RU in their last name is also listed. Use Search/All People to search for parents, guardians and other persons associated with a student. In the example below:

- Students have a student # next to them and their birth date.
- Inactive students are in RED.
- Adults associated with the student do not have numbers next to them.
- Adults that are both Staff and Parents have a number in parenthesis and their birth date.

The screenshot shows the search interface for 'ru'. The search results list several individuals:

- Ruck, Fineas** #128701 [06/24/1996] (Inactive)
- Ruck, Georgianna
- Ruck, Kolya
- Ruckelmann, Albie
- Ruckelmann, Ryder** #128705 [07/25/1996] (Inactive)
- Rucker, Rhonda** #128701 [06/24/1996] (Active)
- Rucker-McKissack, Amirah** #12876001 [07/25/2002] (Active)
- Rucker-McKissack, Jamison #1254600
- Ruckle, Darlene (10695) [02/03/1975]
- Rudd, Anisha** #128708 [06/25/1995] (Inactive)
- Rudd, Ehren

The detailed view for Amirah Rucker-McKissack shows her household information and associated family members:

- Household Phone:** (999) 555-9000
- Address:** 7865 YORKSHIRE AVE E, BROOKLYN PARK, CA 55443
- Family Members:**
 - Rucker, Rhonda** (Mother/guardian), Wk: (651)663-6663, mymom@yahoo.com
 - Rucker-McKissack, Amirah** (Self), 13-14 Campus Elem: 1-5 (05)
 - Rucker-McKissack, Jamison** (Sibling), 13-14 Campus High School (11)
- McKissack **Secondary** Household Phone: (999) 555-9000
- Address:** P.O. BOX 801, WILMAR, CA 55433
- Address:** 8722 AVERY AVE, WILMAR, CA 54433
- Family Members:**
 - McKissack, Levi** (Father/guardian), Wk: (320)889-2323, dad1031@gmail.com

- To search for a student's address, go to Search/Address and enter the numbers of the address. Results show that three members live at that address.

The screenshot shows the search interface for address '7865'. The search results show:

- 7865 Yorkshire Ave E** (3 members)

The detailed view for this address shows:

- Address Info:** 7865 Yorkshire Ave E, Brooklyn Park, CA 55443
- Households:**
 - Household:** Start Date: 07/01/2011, Mailing: X

General Overview: How to Search for Student Information in Infinite Campus

- To search for a student's household:** Go to Search/Household.
Enter the numbers of the address.

The screenshot shows the Infinite Campus search interface. At the top, there are tabs for 'Index', 'Search', and 'Help'. The 'Search' tab is active. Below the tabs, there is a dropdown menu set to 'Household'. A text input field contains the address '7865', and a green 'Go' button is next to it. Below the input field is a link for 'Advanced Search'. The search results show 'Search Results: 1 households'. The first result is 'Rucker (3 members)' with the address '7865 Yorkshire Ave E, Brooklyn Park'. Below the address, the members are listed: 'Rucker, Rhonda (guardian)', 'Rucker-McKissack, Amirah #12876', and 'Rucker-McKissack, Jamison #1254'. To the right of the search results, there is a detailed view for the 'Rucker Household'. It shows the phone number '(999)555-9000' and an 'Address' field. There are 'Save' and 'Delete' buttons. Below that, there is a 'Household Information' section with a 'Name' field and a 'Comments' section. At the bottom, there is a 'No school mailing' checkbox which is checked.

If you do not know the address of the student, you may search by student's name; however, searching by name will create much larger results. As shown below, you may have multiple pages of results, depending upon your search:

The screenshot shows the Infinite Campus search interface. At the top, there are tabs for 'Index', 'Search', and 'Help'. The 'Search' tab is active. Below the tabs, there is a dropdown menu set to 'Household'. A text input field contains the name 'ru', and a green 'Go' button is next to it. Below the input field is a link for 'Advanced Search'. The search results show 'Search Results: 106 households'. Below the results, there is a pagination bar that says 'Now viewing page 4 of 22'. The pagination bar has buttons for '«', '<', '3', '4', '5', '>', and '»'. The '4' button is highlighted in yellow, and a green arrow points to it. Below the pagination bar, the first result is 'Rubel (8 members)' with the address '4133 PELHAM Blvd. E., Clarkia'. Below the address, the members are listed: 'Rubel, Jung-Min (guardian)' and 'Rubel, Maris (guardian)'.

General Overview: How to Search for Student Information in Infinite Campus

7. Advanced Search allows you to search for other criteria such as student's birth date or student number:

The screenshot displays the Infinite Campus search interface. At the top, there are filters for 'Year' (13-14), 'School' (Campus Elementary School), and 'Calendar' (13-14 Campus). Below these are navigation tabs for 'Index', 'Search', and 'Help'. The 'Search' tab is active, and a dropdown menu is open showing 'Household' selected. A 'Go' button is visible next to the dropdown. A yellow box highlights the 'Advanced Search' link. A text box on the left explains that Advanced Search allows searching for criteria like birth date and student number. On the right, the 'Campus Search' section contains a note about saved filters and a 'Census Household Search' form with fields for Last Name, First Name, Student Number, Birth Date, House/P.O. Number, Street Name, Apt Number, City, Household Name, Home/Other Phone, Account Number, Application Name, and Reference Number. A 'Search' button is at the bottom of the form.

All of these search features are available in the other modules as well. This should give you a quick start to learning how to search within Infinite Campus.

Happy Searching!